

Arlington Contributory Retirement Board
Meeting Minutes for November 19, 2015
@4:30 PM
At the Town Hall Annex
Second Floor Meeting Room

Board members present: Chairman John Bilafer, Richard Keshian, Kenneth Hughes, Richard Viscay and Kenneth Steele

Call to order Regular Monthly Meeting

Chairman Bilafer called the Regular Monthly Meeting to order at 4:30PM

Motion and vote to approve Expense and Payroll Warrants 26 and 27

After review and discussion, Mr. Steele made a motion to approve the Expense and Payroll Warrants 26 and 27 for payment, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote to approve Minutes for October 2015

After review and discussion Mr. Steele made a motion to approve the October 2015 Minutes, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote to approve September 2015 Trial Balance

After review and discussion Mr. Steele made a motion to approve the September 2015 Trial Balances, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion to approve new school members

After review and discussion Mr. Viscay made a motion to approve the new school members, seconded by Mr. Hughes. The motion was approved by unanimous vote.

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|---------------|---------------------------|-------------------|-------------------|
| Carla Leone | 10/13/2015 | 9+2% | Teacher Assistant |
| Dolores McGee | 09/03/2015 | 9+2% | Teacher Assistant |
| Craig Ronan | 11/18/2015 | 9+2% | Teacher Assistant |
| Jami Simmons | 09/02/2015 | 9+2% | Teacher Assistant |

Motion to approve new town member whose application was tabled on September 24, 2015

After review and discussion Mr. Viscay made a motion to approve Ms. Hernandez application for membership, seconded by Mr. Steele. The motion was approved by unanimous vote.

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|-------------------|---------------------------|-------------------|-------------------------------|
| Heather Hernandez | 10/06/2015 | 9+2% | Community Resource Specialist |

Motion to approve new town member

After review and discussion Mr. Hughes made a motion to approve the new town members, seconded by Mr. Steele. The motion was approved by unanimous vote.

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|--------------|---------------------------|-------------------|-----------------|
| Howard Tufts | 10/26/2015 | 9+2% | Water Craftsman |

Motion to approve retirement application for Donald Boudreau and Dennis Mannix

After review and discussion Mr. Hughes made a motion to approve Mr. Boudreau and Mr. Mannix application for retirement, seconded by Mr. Steele. The motion was approved by unanimous vote.

| Name | DOB | Creditable Service | Group | Dept/Pos | Vet Status | Retirement Option | Date |
|-----------------|------------|----------------------|-------|---------------------------------|------------|-------------------|------------|
| Donald Boudreau | 04/03/1946 | 26 years 4 months | 1 | Council on Aging/ Van Driver | N | B | 12-02-2015 |
| Dennis Mannix | 02/07/1940 | 18 years 4 months | 1 | DPW/ Dispatcher | Y | C | 01-23-2016 |

Motion and vote a refund for Mr. Daniel Fokuo in the amount \$4,338.37. Mr. Fokuo had 1 years and 2 month of creditable service working as a School Custodian

After review and discussion Mr. Steele made a motion to approve the refund for Mr. Fokuo, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Motion and vote a rollover for Ms. Nicole Svenson in the amount \$3,062.58. Ms. Svenson had 1 years and 9 month of creditable service working as a Teacher Assistant for the school department.

After review and discussion Mr. Steele made a motion to approve the rollover for Ms. Svenson, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote on a Chapter 32 §4(1)(c) for Lidia Politano who was on Family Medical Leave Act from February 27,2015 to July 2, 2015 unpaid and received no creditable service. Ms. Politano returned to work September 8, 2015.

After review and discussion Mr. Viscay made a motion to approve one month of creditable service for Ms. Politano under Section 4 (1) C, seconded by Mr. Hughes. The motion was approved by unanimous vote.

New Business**Motion and vote to approve the January 1, 2015 Actuarial report.**

After review and discussion Mr. Steele made a motion approve the January 1, 2015 Actuarial Report, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Longevity change for Assistant Administrator Position

Mr. Greco asked the Board if the Assistant Administrator Position starting in 2016 for longevity purposes only could follow the SEIU contract guidelines and receive a

percentage for longevity as if the position was in SEIU instead of the current policy of following the By-Laws. Mr. Viscay asked what would have to be done to change this because he feels that he has noticed everyone in the Town seem to follow what they choose. Mr. Viscay said he would like to see a policy document adopted for the Retirement Staff to follow. Chairman Bilafer agreed with Mr. Viscay that a guideline document would be helpful and instructed Mr. Greco and Mr. Viscay to work together and draft a policy document. After review and discussion Mr. Keshian made motion that starting in 2016 the Assistant Administrator Position follow SEIU for longevity purposes only, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Adjourn

At 5:35 PM Mr. Steele made a motion to adjourn, seconded by Mr. Hughes. The motion was approved by unanimous vote.